



TEXAS BOARD OF PROFESSIONAL LAND SURVEYING

12100 Park 35 Circle, Building A, Suite 156, MC-230, Austin TX 78753

www.txls.texas.gov

Phone: 512 239-5263 Fax: 512 239-5253

Office Use Only
Firm #
Entity #
Receipt #

FIRM REGISTRATION FORM

State law requires that a person engaging in the Practice of Surveying in this State under any business title other than the real name of one or more persons authorized to engage in public or state land surveying, whether individually or as an association, partnership, or corporation, shall file with the Texas Board of Professional Land Surveying, in the manner prescribed by the Board, a certificate stating the full name and place of residence of each person engaging in the practice and the place, including the street address, city and zip code, where the practice or business is principally conducted. Mark N/A when appropriate. Any changes to the business are to be reported to the board including closure. Mail the form to the Board office at the address noted above with a **\$32.11** fee. Each location (branch office) offering land surveying services has to be registered and pay the fee by completing the Branch Registration Form. The fee must be in the form of a check or money order (no cash) made payable to the Texas Board of Professional Land Surveying.

1. Firm's Legal Name: _____

DBA (if applicable): _____

Mailing Address: _____

Physical Address: _____

Address City County State Zip

Telephone: _____ Fax: _____

E-mail: _____

2. Subsidiary and/or Branch Office offering land surveying services. ☐ None or Number: _____

****Complete Branch Registration Form for each Subsidiary and/or Branch Office.****

3. Name(s) of Managing Owner(s), Partner(s), Officer(s) or Director(s) of firm: _____

4. Name(s) of full time Registered Professional Land Surveyors employed at this location:

<u>Full Name of Surveyor</u>	<u>RPLS #</u>	<u>Residence Address</u>	<u>Telephone Number</u>
------------------------------	---------------	--------------------------	-------------------------

****Affirmation of employment to be signed and sealed by each RPLS who is an employee of firm (use page 2 for RPLS signature and seal)****

Name of Remitter _____ Signature of Remitter _____
(Print)

Position with Firm _____ Amount Enclosed _____ Date _____

Firm is required to renew its registration and pay the designated fee prior to January 1 of each year to offer land surveying services in the next year. If a firm branch does not renew its registration and pay the designated fee prior to January-1-of each year, the firm's branch registration will be deemed expired. Any surveying services offered without a valid renewed registration is in violation of the Professional Land Surveying Practices Act and subject to sanctions and penalty fees provided for under the Act or as promulgated by the Board

Reference: Land Surveying Practices Section 10171.352 and Section 1071.353, also Board Rules \$661.55, \$661.56, \$661.57

Please attach additional information regarding branch offices, directors and surveyors as needed.

Affirmation of employment to be signed and sealed by each RPLS who is employed by firm:

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____ am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____ am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

I hereby certify under penalty of perjury that I _____, Registered Professional Land Surveyor No. _____ am employed full time by herein named Firm. I hereby acknowledge this statement by affixing my Registered Professional Land Surveyor seal hereto.

Please attach additional information regarding branch offices, directors and surveyors as needed.